



## **JOB POSTING**

### **Community Living Options Kalamazoo, Michigan Program Supervisor Position**

8/19/2016

**Program Supervisor:** directly supervise the daily operations of group home and SIL settings serving individuals with disabilities. Programs serve males and females with developmental disabilities, mental illness, medical issues, and/or physical disabilities. Responsibilities are both managerial and programmatic in nature including: program planning, financial monitoring, program evaluation, personnel management and facility management.

**Hours:** varied hours

#### **• Requirements**

1. Bachelor's degree or High School Diploma/equivalent plus five years of experience in human services industry.
2. Previous supervisory experience.
3. Demonstrated computer experience.
4. Valid driver's license and driving record acceptable to Community Living Options policy.
5. Ability to work with individuals of diverse backgrounds.
6. Ability to work effectively in a team setting.
7. Demonstrated ability to communicate both in verbal and written format.
8. Ability to lift a minimum of 50 pounds.

#### **• Preferences**

- 1 Previous supervisory experience in human services setting desirable.

**Salary & Benefits:** \$32,365 annually (exempt) + benefits

**To apply:** Please submit written letter of interest and updated resume to 626 Reed St., Kalamazoo, MI 49001 or email to [kburpee@communitylivingoptions.org](mailto:kburpee@communitylivingoptions.org)

**Deadline:** Wednesday, August 31, 2016

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